



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
4201 Patterson Avenue • Baltimore, Maryland 21215-2299

Martin O'Malley Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

State Board for the Certification of Residential Child Care Program Administrators

MEMORANDUM

TO: Residential Child Care Programs

FROM: Kim Mayer, Executive Director *KMayer*

RE: Continuing Education Programs

DATE: June 24, 2008

The State Board for the Certification of Residential Child Care Program Administrators (hereinafter "the Board") recognizes that many residential child care program administrators have become certified. This new process will help ensure that children in Maryland's residential child care programs are provided the best possible.

The Board needs to ensure that program administrators have access to appropriate continuing education courses. Program administrators certified in Maryland must complete a minimum of 40 hours of continuing education within the 2-year period before their recertification date. While continuing education courses approved by another Maryland State health occupation board are automatically approved by the Board, there exists a need to have continuing education courses available for the program administrators that focus on issues specifically related to residential child care programs.

Therefore, the Board is striving to provide program administrators – via our web site – with a list of Board approved training courses specifically relating to residential child care programs. To further this effort, enclosed is an application for the Approval of Continuing Education Programs. The benefit of obtaining Board approval for training programs, workshops, seminars, institutes and similar programs sponsored by a residential child care program is that the program is approved for an entire year and listed on the Board's web site. In addition, programs are allowed to advertise that the course is Board approved.

Working together, we can ensure that program administrators have access to appropriate continuing education options. Should you have any questions regarding continuing education, please do not hesitate to contact the Board at 410-764-5996.

cc: File

APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAM

To: Course Sponsors

Residential Child Care Program Administrators certified in Maryland must complete a minimum of 40 hours of continuing education within the 2-year period before the recertification date. Continuing education must foster improvement, advancement and extension of the certified program administrator's professional skill and knowledge relating to residential child care programs. The requirements listed below are to be followed when a sponsor or provider of a continuing education program is seeking approval from the Board for CEU credits

To be considered for approval, course sponsors must submit **at least 6 weeks before the date the program will be given:**

1. A completed Application for Approval of Continuing Education Program.
2. A check or money order made payable to the State Board for the Certification of Residential Child Care Program Administrators in the amount of \$100.
3. Clear and concise written statements of intended learning outcomes for each continuing education program/activity.
4. Content and instructional methodologies that are consistent with stated learning outcomes. A complete hour by hour agenda must be included with the application.
5. The curriculum vitae or biography of all instructors (and potential instructors) shall reflect competence in subject matter and skill in the instruction methodologies. Meeting the criteria requires that the provider will not substitute instructors.
6. A plan for assessment of learning outcomes is to be provided (e.g., pre- and post-tests).
7. If approved, the following is the only statement that can be used in advertising that a course meets the CEU criteria for the State Board for the Certification of Residential Child Care Program Administrators:

"This course meets the basic criteria of the Maryland State Board for the Certification of Residential Child Care Program Administrators for __ CEUs. You will be issued a CEU certificate upon completion of the course. A record of CEUs earned will be retained by the sponsor."
8. If approved, the provider of the continuing education program shall furnish a certification of completion of attendance and satisfactory completion of the program. The certification shall include:
 - a) Name of provider,
 - b) Name of program,
 - c) Name of participant,
 - d) Dates of course, and,
 - e) Number of approved contact hours.
9. If approved, the course is approved for a one-year period from the date of approval. However, it will be necessary that the sponsoring organization notify the Board's office, in writing, when the program is given on subsequent dates.

Please type or print legibly

APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAM

I. Contact and Sponsorship Information.

Name:			
Sponsoring Organization:			
Cooperating organizations, if any:			
Program Support: (Check all that apply)			
<input type="radio"/> Fee <input type="radio"/> Grant <input type="radio"/> Exhibits <input type="radio"/> Other, specify:			
Mailing Address:	City:	State:	Zip:
E-Mail Address:		Phone:	

II. Course Information.

Course Title:		
Course Objectives:		
Learning Assessment Tool:		
Course Location:	Course Date:	Number of Expected Attendees:
Course Target Population:	Registration Fee:	
Method of Instruction: (Check all that apply)	Number of Contact Hours (Excluding registration, breaks, and meals)	
<input type="radio"/> Lecture <input type="radio"/> Audiovisual Aids <input type="radio"/> Group Interaction <input type="radio"/> Reference Materials <input type="radio"/> Other, please specify:	Attach a detailed time schedule with subjects and speakers.	
Confirmed Speaker(s):		
Attach a brief biography or resume of each speaker or presenter.		
Name	Title	Field of Expertise

Signature _____

Date _____

FOR BOARD USE ONLY:

Application # _____
 Date Received _____
 Date Reviewed _____

Content: Congruent with Goals: Y / N
 Meets Criteria: Y / N
 Program Approved: Y / N

CEUs Awarded _____